

**School District of Philadelphia
Policy and Procedures**

Subject	Emergency Closing Of Schools Mid-Day
Classification	Supervision of Pupils (On-Site)
Date Issued	September 1978
Policy Number	104.3
Issued by	Office for Field Operations
Supersedes	Memo: FILE #300, 10/27/76 Memo: File #500, 10/22/75
Review Before	To be determined

Pupils must not be left alone or unsupervised during emergency closings.

A. Areas of the building to be used must be easily accessible to entrances and to the office.

B. All staff members (except school custodial personnel who will follow procedure issued by the Office of Maintenance and Operations) must remain in the building until all pupils are dismissed.

1. If pupils are still in the building beyond one hour after the official closing time, the procedures described below in point E are to be followed.

2. All other staff members may leave the building one hour after the official closing time.

C. Principals and all assistant principals are to remain in their schools to supervise the pupils. Additional personnel are to be retained only if there is need beyond the principals and assistant principals. Principals and assistant principals do not receive extra-curricular compensation.

D. The number of persons needed during the emergency is to be determined by the principal. The authority to retain more than five persons is to be obtained from the Office of the Deputy Superintendent.

E. The principal is to list a minimum of ten staff members, in priority order, who will assist with the supervision of the pupils who may still be in the building one hour after the official closing time.

1. Personnel for this duty are to be selected in accordance with the Federation agreement.

2. Personnel who remain will be compensated at the extra-curricular rate for the time served beyond one hour after the official closing time.

3. Among personnel to be employed in these emergencies, both men and women must be represented.

F. Adult volunteers may assist during these emergencies.

G. If no emergency contact for a pupil can be made, the Maintenance and Operations Dispatcher's Office must be called, as the last resort, to secure help for the pupil.

H. The principal is to be the last person to leave the building after all pupils are dismissed and no other emergencies exist. Just prior to leaving, the principal is to notify the Cluster Leader's office that everyone has been dismissed from the school and all off-site locations.